



COLLEGE OF MICRONESIA-FSM

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*Office of the Vice President for
Instructional Affairs*

March 10, 2014

TO: Joseph M. Daisy, Ed.D., President COM-FSM

FROM: Karen Simion, Interim Vice President for Instructional Affairs

SUBJECT: VPIA Board Report – March 2014

These are activities that have occurred since the December 2013 Board meeting. The reports submitted by my office and the 4 state campuses are reporting against the six strategic directions as approved by the Board.

Mission Statement

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

Strategic Directions:

- *Focus on student success*
- *Emphasize academic offerings in service to national needs*
- *Be financially sound, fiscally responsible, and build resources in anticipation of future needs*
- *Invest in and build a strong capacity in human capital*
- *Become a learning organization through development of a learning culture guided by learning leaders*
- *Evoke an image of quality*

1. Focus on student success

1a. The First-year experience course is drafted and sent to college faculty for comments. Draft will then be sent Curriculum and Assessment Committee for recommendation.

1b. Third-year accounting and third-year business courses were both offered spring 2014. There were 10 students in the accounting courses and 13 in the business courses. Six of the students in the third-year accounting courses are scheduled to graduate May 2014.

1c. National LRC: 31 students were instructed on the use of the OPA and using electronic resources as requested by three faculty members for their courses.

2. Emphasize academic offerings in service to national needs

2a. The substantive change for extending the Third-year Certificate of Achievement in Teacher Preparation-Elementary was submitted to Ms. Susan Clifford for review and comments before being sent to ACCJC substantive change review committee. This committee meets May 8, 2014.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs

4. Invest in and build a strong capacity in human capital

4a. Instructional Affairs purchased access to Magna Publications 20 Minute Mentor. All faculty have access to a short webinar each week for one year. Webinars titles for January and February are:

- How Can I Create Meaningful Assignments for My Students?
- How Can Backward Design Make My Courses More Accessible?
- How Should I Manage Conflict Within My Department?
- How Can I Set Time Management Priorities in Online Teaching?
- What Are the Three Worst Mistakes to Make in the Classroom?

Faculty are asked to submit reflection papers if they watch the webinar. The webinars are available for one week, so faculty members can watch at their convenience.

4b. Leilani Biza was awarded a Master's in Education from the University of Guam in December 2013. Amy Delyla Ulm was awarded a Master's Degree in Curriculum and Instruction from Arizona State University in December 2013. Both are English instructors at the National Campus.

4c. Interim VPIA was accepted into the WASC Assessment Leadership Academy. The Academy is a year-long training on assessment and a project will be completed at COM-FSM related to improving assessment at the college.

5. Become a learning organization through development of a learning culture guided by learning leaders

5a. All existing instructional policies have been reviewed and organized into four categories - need revision, need no revision, policy is obsolete, and policy is not really a policy. 53 policies need to be revised, 34 policies are okay, 23 policies are obsolete, and 40 previous policies were identified as not being policies. A list of the last three categories was submitted to cabinet on Feb. 28, 2014, and Executive Committee on March 6, 2014, for endorsement to the Board of Regents.

6. Evoke an image of quality

6a. The student satisfaction of major survey was administered to over 1,200 students at all campuses in February. The results of this survey will provide necessary program review and program prioritization information.

6b. Mr. Snyder Biza is attending the FSM National Environment Conference in Kosrae March 18 - 21. Mr. Biza was designated by the college to serve on the Small Grants Program National Steering Committee and he assisted with one of the climate change projects and GIS mapping.

6c. Ms. Jennifer Hainrick was selected to represent the Pacific Islands Association of Libraries, Archives, and Museums at the International Federation of Library Associations workshop. The purpose of the workshop is to:

- reinforce inter-country networks and expertise to support development regions
- Increase understanding and adoption of IFLA policies and manifestos to support high quality library and information services
- Promote strong, credible associations that effectively represent the sector through improved leadership, governance, partnerships and memberships
- Provide a foundation for sustained development and advocacy.

COM-FSM Chuuk Campus Report

1. Focus on student success

Strategic Plan Goal 1.1: Providing collaborative institutional support to advance student success by promoting student engagement and Institutional Student Learning Outcomes.

1.1A. The Student Body Association (SBA), and the Student Services and the Instructional Divisions sponsored an Academic Talent Showdown on November 20, 2013. Students were grouped down according to the five congressional regions of Chuuk. They were asked questions and the group with the right answers got points. The questions were written by the

instructors, based on the SLOs for the courses they were teaching. Similar questions were used on the final exams in the respective courses. This was an additional effort to help students learn more, and to perform better on their exams. Team Mortlocks won followed by team Faichuk. Because of the excitement to learn, and the positive competition the showdown elicited, there is a plan for another one this Spring 14 Semester.

1.1B. Three committees have been established to address the needs of students based on President Daisy's Steps-to-be-Successful. The three committees are: Study Hard, Work Hard, and Be Prepared. Instructional Division established these committees for members to find ways to encourage students to do each of the three steps to be successful in their studies.

1.1C. Nineteen students graduated after Fall 2013. Sixteen received their AA in Teacher Preparation, and three received their certificate of completion in Bookkeeping. In addition, 27 students submitted their applications for graduation at the end of Spring 14.

1.1D. During the week of February 10 – 15, 2014, the COMET was administered to all the high schools in Chuuk State, except Weipat in the Northwest Region.

2. Emphasize academic offerings in service to national needs

Strategic Plan Goal 2.1: Increase the number of 4-year program opportunities by

2.1A. Students at Chuuk Campus continue to take Art 101, a requirement for their AA degree in Teacher Preparation, but without a certified teacher on island. They are able to fulfill this requirement by taking this course online from Karen Simion.

2.1B. On February 13, 2014, twenty-four students took the essay test, to determine if they are qualified to enroll in the 3rd year Teacher Preparation Program.

2.1C. The AHEC Program has hired a tutor to assist students who need help especially those who are pursuing studies in the allied health professions. The tutor and the specialist are visiting the high schools and talking with the juniors and seniors about career opportunities in the allied health fields.

Strategic Plan Goal 2.2: Strengthen career, technical, and community-based educational opportunities for non-college-bound students by

2.2A. COM-FSM Chuuk Campus entered into an agreement with the Chuuk State DOE for COM to provide Continuing Technical Education (CTE) courses to 30 Chuuk High School Students. This training started on November 18 and will end in May 2014.

2.2B. CRE is sponsoring Computer and Business Training to interested members of the community, especially those who are involved in or interested to start their small revenue-generating activities.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs

Strategic Plan Goal 3.1: Maintain a financially sound, fiscally responsible institution by:

3.1A. Reprogramming of fund was approved for special contract for tutors and faculty overloads for Spring Semester.

3.1B. The CTE Training of 30 Chuuk High School students, alluded to in 2.2A, will generate \$58,936.80. This will be used for costs associated with the program.

3.1C. The COM-FSM Chuuk campus snack bar is now operated by a committee made up of staffs, faculty members and students. Some of the students in the business classes are doing their Practicum at the Snack Bar. Part of the surplus will go to the Endowment Fund, and part to be used by the Chuuk campus depending on needs.

3.1D. Rusted and leaking metal roofing for Dean's office were replaced. Roofing and some ceilings of the Student Center were also replaced. The maintenance serviced 18 air conditioner units, and installed a new unit.

3.1E. Maintenance Division continued with preventive maintenance. They are soliciting for repair of the back-up generator, solicited quotations for the repair of vehicles, requested for contract renewal for contract employees, and requested for a replacement security guard.

3.1F. Agroforestry nurseries are established and maintained in all five regions of Chuuk, and are providing planting materials for local crops (taro, tapioca, banana, eggplant, long beans, papaya) to interested community members.

4. Invest in and build a strong capacity in human capital

Strategic Plan Goal 4.1: Supporting and strengthening faculty, staff, and administrators by establishing aspirational goals for credentialing.

4.1A. On December 16 to 19, 2013, **Red Cross** staffs trained 26 faculty members, staffs and two SBA officers on CPR and First Aid. All 26 participants passed and would receive their certificate in CPR by the Micronesian Red Cross Chapter.

4.1B. Faculty members are having monthly meetings on the 1st Fridays of each month. They are focused on finding ways to assist underperforming students, and techniques on how to motivate student learning in the classroom.

Strategic Plan Goal 4.2: Support professional development that builds upon organizational and leadership capacity.

4.2A. Staffs and faculty members are reviewing the ACCJC standards and are preparing to share what they and their offices have been doing to support such standards.

4.2B. Tentative schedule for the Staff Development Day on March 14, 2014 has been prepared. All employees of Chuuk Campus will be involved in staff development activities for the whole day.

5. Become a learning organization through development of a learning culture guided by learning leaders

Strategic Plan Goal 5.1: Become a learning organization by:

5.1A. March 14 is staff development day. Staffs and faculty members of your Chuuk campus will be involved in workshops like Models of Teaching and Course-Level Assessment, and there will also be panel discussion on the Faculty Sub-Committees and what they have accomplished.

5.1B. A series of workshop on line links by Magna are being sent every week by DAP and VPIA's office to encourage instructors and develop and improve ongoing learning while working. There are some faculty members who take these opportunities to learn while others do not have the time to do so.

Strategic Plan Goal 5.2: Achieve and strengthen purposeful dialogue by:

5.2A. All-campus meetings have been a monthly event at your Chuuk campus. They are scheduled on the first Wednesday of each month. They are times of disseminating information as well as collecting inputs on issues affecting the college and its students.

5.2B. SBA officials have been actively participating in Management Council meetings. Management Council meetings are scheduled on the last Wednesday of each month so whatever is approved can be shared with the campus community during the all-campus meetings on the following Wednesday.

5.2C. [Meseiset](#), the Chuuk campus newsletter has recently been publishing issues monthly. It contains information to be shared including accreditation issues, samples of classworks by our students, educational games, and information about COM-FSM.

6. Evoke an image of quality

Strategic Plan Goal 6.1: Achieve recognition as a best practices institution by:

6.1A. Staffs and faculty members are reviewing the ACCJC standards and are preparing to share what they and their offices have been doing to support such standards.

6.1B. [Meseiset](#), the Chuuk campus newsletter has recently been publishing issues monthly. It contains information to be shared including accreditation issues, samples of classworks by our students, educational games, and information about COM-FSM.

6.1C. CRE is involved in Climate Change Program funded by USDA/NIFA and World Health Organization Activities focusing on preventing environmental pollution through proper solid waste management to reduce greenhouse gas emission of methane from burning wastes.

6.1D. WHO project, Clean Chuuk, has restarted and CRE is involving schools, women group and communities in this project.

COM-FSM Kosrae Campus Report

1. Focus on student success

KC1a. Faculty and tutors met and developed a process for tutoring at-risk students; it was suggested that any student should have access to tutoring services.

2. Emphasize academic offerings in service to national needs

KC2a. Five in-service teachers continue to take courses in the Spring in fulfillment of National Teacher Certification requirements.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.

KC3a. One reprogramming request was processed to fund instructor overloads for the Spring semester.

4. Invest in and build a strong capacity in human capital

KC4a. Michael Williams, Kosrae LRC technician is currently enrolled at COM-FSM Kosrae Campus.

KC4b. Renton Isaac, completed another academic quarter at Walden University studying ICT-Networks. Renton is currently taking certification training on photovoltaic systems at UOG.

5. Become a learning organization through development of a learning culture guided by learning leaders

KC5a. VPIE, Harris walked the faculty and staff of Kosrae Campus through the Accreditation Self-Evaluation process in February 2014.

KC5a. Student Services staff at Kosrae Campus he a series of cross training sessions about functions of each respective office in the department.

6. Evoke an image of quality

COM-FSM Pohnpei Campus Report

1. Focus on student success

PC1A. Through the collaborative effort between the Bookkeeping Certificate Program and GEAR UP program, Donally William, a student from that program, is now assigned to GEAR UP program to do her 150 hours of practicum work.

PC1B. Completed ETSP Scripps Spelling Bee. Three champions will be representing Pohnpei in the Regional Scripps Bee in Guam next month (March 8, 2014).

PC1C. A total of 33 students graduated during Fall 2013 AND 48 Students applied for 2014.1 graduations:

- o AS – HTM-----06
- o ASS – Building Technology-----01
- o ASS – Electronic Technology-----03
- o AAS – Telecommunication-----06
- o CA – AFT-----09
- o CA – Bookkeeping-----07
- o CA – Building Maintenance & Repair-----01
- o CA – Carpentry-----02
- o CA – Construction Electricity-----03
- o CA – Cabinet Making-----04
- o CA – Motor Vehicle Mechanic-----01
- o CA – Refrigeration & AC-----02
- o CA – Secretarial Science-----03

PC1D. A total of 16 UB alumni's graduated last Fall 2013 with different field of study and degree.

2. Emphasize academic offerings in service to national needs

PC2A. Establish MOU with Arizona State University for Photo Voltaic training through University of South Pacific. Electrical instructor participated in a 3 week-long solar training in Fiji as part of the MOU.

3. Be financially sound, fiscally responsible, and build resources in anticipation of future needs.

PC3A. 79% of tuition and fees for Spring Semester 2014 has been cleared. Out of 554 students enrolled in Spring 2014 semester, 427 students were awarded Pell Grant.

PC3B. PC Bookstore held a raffle promotion for its prepaid account customers on February 14, 2014 and about 50-60 students showed up. Ginger Arnold of Updated Movies sponsored this event.

PC3C. Collected \$107.34 for the Endowment Fund and Collected \$437.33 for Facility & Equipment use rental fee.

4. Invest in and build a strong capacity in human capital

PC4A. CES Agents and NRCS office selected potential sites for farm trials at Kolonia and Ohmine Elementary schools to be conducted crop planting demonstrations.

5. Become a learning organization through development of a learning culture guided by learning leaders

PC5A. Installation of streetlights outside classroom J and at the walkway under the mahogany trees were completed.

6. Evoke an image of quality

PC 6A. Documentation of all campus activities and continued to provide evidence of events on campus. Upload campus news on the college website.

COM-FSM FMI / Yap Campus Report

1. Focus on student success

- a. Yap Campus instructional and student services continue to work together to provide academic advisement, tutoring, and monitoring of students' progress, especially for "At risk" students (44/24%) who were identified by week 3 of instruction.
- b. Two POW WOW meetings at YC have been held by each advisor and their respective advisees. Focus has been on IDP's for better understanding and to facilitate success and completion of program on time. Financial Aid / FAFSA is another topic during these meetings.
- c. Library Orientations were conducted by librarian to students in ESL 089, EN 120a & b, and ACE at YC.
- d. YC faculty conducted a series of COMET prep sessions in math and english. COMET administered to all high schools in Yap State, including Ulithi & Woleai.
- e. A group of FMI cadets received their shipboard training on Hapilmahol over the holidays during a long field trip to the neighboring islands. 2 more groups are scheduled for shipboard training before the end of the semester.
- f. YC = 180 students; FMI = 53 cadets [49 males; 4 females]

2. Emphasize academic offerings in service to national needs

- a. Agriculture program students participated in the 1st State Agriculture Fair to showcase seedlings and vegetables. Intern Roseann Letawegimal (National Campus graduate in Agriculture) was also present to promote the Agriculture & Natural Science degree program.
- b. CHS and TP courses continue to be offered this semester for health services and DOE staff.

- c. A 2 week public health training is conducted in Yap by Dr. Paul Dacanay for 27 health services dispensaries and community health centers.
- d. NORMA representatives administered test to 2nd year cadets.

3. *Be financially sound, fiscally responsible, and build resources in anticipation of future needs.*

4. *Invest in and build a strong capacity in human capital*

- a. FMI library assistant is being trained by YC IT specialist to do IT duties at FMI.

5. *Become a learning organization through development of a learning culture guided by learning leaders*

- a. FMI and YC reviewed and revised assessment outcomes and strategies for all units.
- b. Work in progress at FMI are: PSLO's, review of course outlines and programs, quality manual, admission criteria, and update of catalog.
- c. VPIEQA visited both campuses to conduct workshops to all faculty and staff on accreditation standards.
- d. YC faculty are participating in on-going program and course assessments.

6. *Evoke an image of quality*

- a. news items submitted for college website posting as well as Yap State news brief.